

Working with Mailboxes

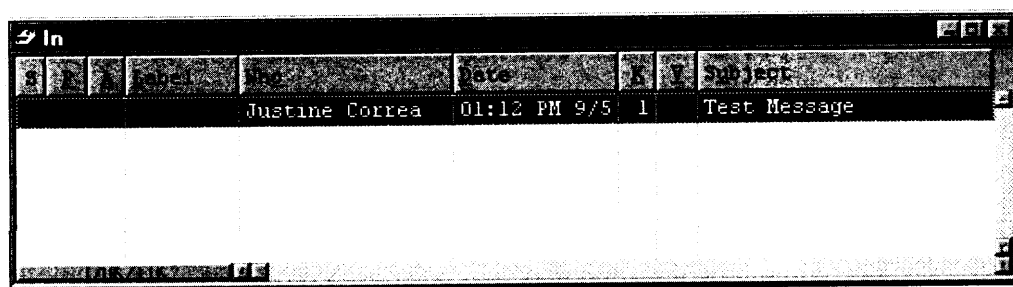
Opening a Mailbox

To open a mailbox, select it from the Mailbox menu, or double-click on it in the Mailboxes window.

Note: The unread message icon is displayed in the Mailbox menu whenever a mailbox or folder contains unread messages that are less than five days old.

The Anatomy of a Mailbox

Mailbox windows contain all of your incoming and outgoing message summaries. To open a mailbox, select it from the **Mailbox menu**, or **double-click on it in the Mailboxes window**.



A mailbox window

Message Summaries

Each line in a mailbox window represents a message and is called a *message summary*. Outgoing messages that are in any mailbox other than Out are shown with *italicized* message summaries. To select one or more message summaries, use one of the following options:

- To select one summary, click on it.
- To select two summaries and all the summaries between them, select a summary, hold down the Shift key, and select another summary.
- To make “disjointed” selections, hold down the Ctrl key and select summaries.

Each message summary is divided into columns: Status, Priority, Attachments, Label, Sender/Recipient, Date, Size, Server Action, and Subject. You can show or hide these columns using the Mailbox Columns Options.

A message's Status, Priority, Label, and Server Action can be changed directly in the mailbox window. To do this, select the messages you want to change and click the right mouse button. Select an option from the popup menu to make your change.

The Status Column

This column displays the message status, which is one of the following:

- The message has not been read (all mailboxes except Out), or is queueable but has not been queued (Out mailbox only).
- <blank> The message has been read (all mailboxes except Out), or is not yet able to be queued because it has no recipients (Out mailbox only).
- R Reply has been chosen for the message.
- F Forward has been chosen for the message.
- D Redirect has been chosen for the message.
- S The message has been sent (outgoing messages only).
- Q The message is queued to be sent (outgoing messages only).
- T The message is queued to be sent at a specified time (outgoing messages only).
- The message was transferred from the Out mailbox before being sent.


The Priority Column

This column displays the message priority. You can use the popup to set a particular priority, or to raise or lower the priority.

- ⤴ Highest priority.
- ⤶ High priority.
- <blank> Normal priority.
- ⤷ Low priority.
- ⤵ Lowest priority.

For more information on message priorities, see the section "Setting the Message Priority."

The Attachments Column

This column displays the attachment icon () if a message has attached documents.

The Label Column

This column displays the message label. Labels are assigned to incoming messages by the recipient, either manually or automatically using filters (see the section “Filtering Messages”). When a message summary is assigned a label, the entire summary changes color to match the label color.

Note: Label colors and titles are assigned using the Labels Options,

The Sender/Recipient Column

This column shows the sender of the message (for incoming messages) or the intended recipients (for outgoing messages).

Note: Bugs in some POP servers/mail transport systems cause Eudora to display the sender of incoming messages as ??? (ii????). This is because the required From: header is missing.

The Date Column





This column displays the date and time the message was composed, or, for timed messages, the date and time the message is scheduled to be sent.

The Size Column

This column displays the size of the message in K (K = 1024 bytes).

The Server Action Column

This column displays the action that is done to the corresponding message on the server. The next time you check mail, the server action you requested is automatically completed.

	Leave	Don't change the message on the server.
	Fetch	Download the whole message from the server.
	Delete	Delete the message from the server.
	Fetch & Delete	Download the whole message then delete it from the server.

*Note: To control the mail transfer, you can also use the **Mail Transfer Options** dialog. For details, see the section “Checking Mail with Special Server Instructions.”*

The Subject Column

This column displays the subject of the message. The sender originally typed this information into the message header, but you can modify it (see the section “Editing Message Subjects”).

Displaying and Resizing Columns

To specify which columns you want to be displayed in your mailboxes, select **Options...** from the **Tools** menu, click on **Mailbox Columns** and be sure the columns you want to see are on.

To resize a column in a mailbox window, move the mouse pointer until it is over the column heading divider to the right of the column you want to resize, drag the divider to the position you want. The column divider moves to the new location, and the mailbox is redrawn.

You can only shrink a column as far as its left divider. If you do that, a double divider line is displayed in place of the column, and its contents are hidden. To redisplay the column, drag the right divider line to the right.

Using the Mailbox Size Display

In the lower left corner of each mailbox window, three numbers show the size information for that mailbox. The first is the number of messages in the mailbox; the second is the total amount of space those messages require; the third is the amount of disk space that is wasted with the mailbox.

Wasted space is created when messages are deleted from a mailbox. This wasted space is automatically removed when the amount of wasted space in the mailbox is greater than the amount of space the messages in the mailbox use, or if the amount of space wasted in the mailbox is greater than 5 % of the free space on the disk drive that contains it.

To manually clean up the wasted space in a mailbox, click on the mailbox's size display. Or, to cleanup all your mailboxes, select **Compact Mailboxes** from the **Special** menu.

Creating Mailboxes and Folders

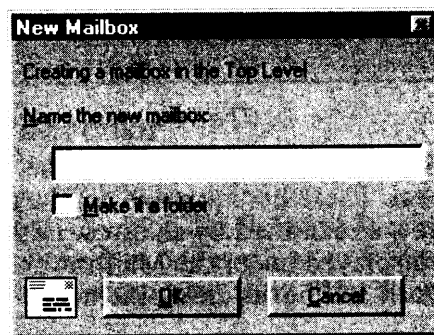
Eudora lets you create mailboxes to put messages in, and folders to put mailboxes (or more folders) in.

There are three ways to create mailboxes and folders:

- Using the New option from the **Mailbox menu and folder** submenus.
- Using the **Mailboxes window** (see the section “Using the Mailboxes Window”).
- Using the New option from the **Transfer menu** (see the section “Transferring Messages”).

Creating a Mailbox or Folder Using the Mailbox Menu

To create a new mailbox or mail folder, select New... from the **Mailbox menu**, or from a **mail folder submenu** (to put the mailbox in that folder). The New mailbox dialog is displayed.



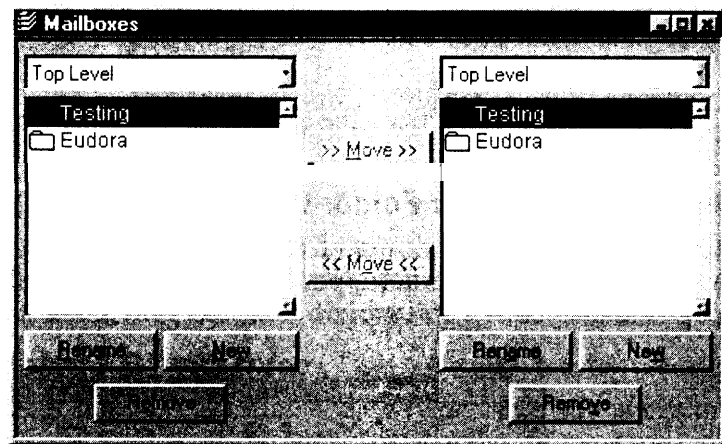
New mailbox dialog

To create a mailbox, type in the new mailbox name and click **OK**. The mailbox is created and added to the Mailbox and Transfer menus.

To create a mail folder, type the name of the new mail folder and check the **Make it a Folder** option. Click **OK** to create the folder. The new mailbox dialog is displayed again. Type the name of a mailbox to create within the new folder, then click **OK**. The new folder and its mailbox are displayed in the Mailbox and Transfer menus.

Using the 16-bit Mailboxes Window

The 16-bit Mailboxes window lets you create new mailboxes and folders, remove and rename them, and move mailboxes among folders. To accomplish any of these tasks, select **Mailboxes** from the **Tools** menu. The Mailboxes window is displayed.



The 16-bit Mailboxes window

The Mailboxes window has two identical lists of mailboxes and folders, each called **Top Level**. These list the names of the mailboxes and folders you have created (folders are identified by an arrow to the right of the name). Each list is similar to that displayed under the Mailbox and Transfer menus, except that the In, Out, and Trash mailboxes aren't included.

If the Mailbox window isn't big enough to display all of your created mailboxes and folders, use the scroll bar on the right side of either list to view the rest of the mailboxes and folders.

Note: Double-clicking on any of the mailboxes in a list opens that mailbox. Messages can be selected, opened, and otherwise manipulated from there.

To open a folder and display its contents in the list, double-click the folder. To change the folder being displayed in the list, select another folder from the title popup.

Creating a New Mailbox or Folder

To create a new mailbox or folder in the Mailbox window, be sure one of the lists is displaying the folder you want to put the new item in. Then click on the **New** button below that list. A dialog is displayed requesting the name of the new mailbox or folder.

Type in the new name, check the **Make it a Folder option if you want to, and click OK**. The new mailbox or folder is displayed in the lists, and added to the Mailbox and Transfer menus.

Renaming a Mailbox or Folder

To rename a mailbox or folder, select the one you want to rename (from either list) then click on the **Rename** button under that list. **A dialog is displayed requesting the new name.** Type in the new name and click **Rename** to rename the mailbox or folder.

Moving a Mailbox from one Folder to Another

To move a mailbox from one folder to another, select the one you want to move (from either list). In the other list, open the destination folder so that its name is displayed above the list. Click on the appropriate **Move** button to move your selection to the other folder.

Removing a Mailbox or Folder

To remove a mailbox or folder, select the ones you want to remove (from either list) then click on the **Remove** button under that list. **A dialog is displayed asking you to confirm the removal. Click on the Remove It button to remove the mailbox. If you selected more than one mailbox or folder, you are prompted for each one of them. Click on the Remove All button to remove all of them without further prompts.'**

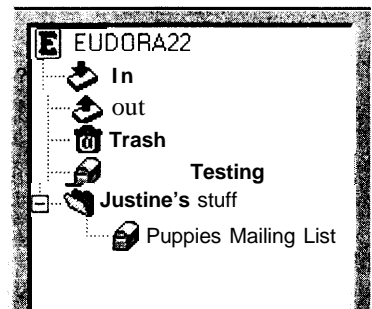
If you choose to remove a mailbox in which messages are still stored, or a folder in which other mailboxes or folders are stored, all the messages, mailboxes, and folders contained within the selected mailbox are also removed.

Using the 32-bit Mailboxes Window

The 32-bit Mailboxes window lets you create new mailboxes and folders, remove and rename them, and move mailboxes among folders. Mailboxes or folders that are **bolded** have unread messages.

The Mailboxes window is automatically docked to the left side of the Eudora application window, and can also be docked to the right side of the Eudora window, or placed anywhere on your desktop. You can right-click the mouse button to toggle **Docking view (floating vs. attached to the application window) or Hide on and off.**

To open the Mailboxes window if you've hidden it, select **View Mailboxes from the Tools menu.**



The 32-bit Mailboxes window

To move the Mailboxes window, hold down the left mouse button on the gray rim of the window and drag it where you want it. If you drag it to the left or right edge of the Eudora window, it will dock in a vertical position in the Eudora window.

To open a mailbox or folder, double-click on it. You can move among the folders and mailboxes using the up and down arrow keys, or close or open folders using the left and right arrow keys. You can also start typing the name of the mailbox or folder you want, and it is highlighted when you have typed enough unique characters to identify it (the item must be displayed, so a mailbox that is in a closed folder cannot be selected).

Creating a New Mailbox or Folder

To create a new mailbox or folder in the Mailbox window, right click on a folder and click New. A dialog is displayed requesting the name of the new mailbox or folder.

Type in the new name, check the **Make it a Folder** option if you want to, and click OK. The new mailbox or folder is displayed in the lists, and added to the Mailbox and Transfer menus.

Renaming a Mailbox or Folder

To rename a mailbox or folder, click on it once, then click again to highlight just the name (or right click on it and select **Rename**). Type in the new name.

Moving a Mailbox from one Folder to Another

To move a mailbox from one folder to another, select the one you want to move and drag it to where you want it.

Removing a Mailbox or Folder

To remove a mailbox or folder, select the one you want to remove then select **Delete** from the right mouse button or use the Delete key.

If you choose to remove a mailbox in which messages are still stored, or a folder in which other mailboxes or folders are stored, all the messages, mailboxes, and folders contained within the selected mailbox are also removed.